

GOVERNMENT OF TELANGANA
ABSTRACT

MA & UD Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Published – Revised orders – Issued

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT(OP) DEPARTMENT

G.O.RT.No. 482

Dated: 26/11/2015

Read the following:

1. G.O.Rt.No.97, MA&UD(OP1) Dept., Dt.30.09.2014.
2. G.O.Rt.No.150, MA & UD(OP1) Dept.,dt. 21-4-2015.

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ORDER :

Whereas Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the information on items referred to therein in the said section.

2. In pursuance of the orders issued in the reference 2nd read above, the updated information under Clause (ix), (x) and (xvi) of 4 (1)(b) in respect of Municipal Administration & Urban Development Department is herewith published as noted in the Annexure to this order.

3. Copy of this order is available on Internet and can be accessed at address <http://www.goir.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

M.G.GOPAL
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Officers in Municipal Administration & Urban Development Department.
All H.O.Ds. under the Administration control of MA & UD Department.
The General Administration(GPM & AR) Department
Copy to:
All Sections in the Department
All Collectors & Dist. Magistrates.
The P.S. to Secretary, A.P. Information Commission,
HACA Bhavan, Nampally, Hyderabad.
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)
OF R.T.I. ACT, 2005)**

**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
TELANGANA SECRETARIAT,
HYDERABAD`,**

Chapter-I

INTRODUCTION

The Right to Information Act '2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the MA&UD dept. and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 15 chapters in all which gives information about the functioning of the MA&UD department in a nut shell.

Chapter 2
(Organisation, Functions and Duties)
Section 4 (1)(b)(i)

Sl. No.	Name of the Organisation	Address	Functions	Duties
1	Municipal Administration and Urban Development Department	Telangana Secretariat, Telangana State, Hyderabad	The matters relating to Municipal administration and Urban Development, Town Planning are dealt in the Department .	<p>The Municipal Administration and Urban Development Department is one of the departments in Telangana Secretariat. The subjects that are to be dealt in each department of Secretariat are specified by G.A. (AR&T) Department from time to time.</p> <p>The MA&UD Dept. deals with all service matters / Court Cases / All Financial matters including schemes of State and Central / Legislative matters.</p> <p>The organization of Municipal Administration and Urban Development Department is on the same lines of other Secretariat departments as prescribed in Secretariat Office Manual. The hierarchical pattern of Officers of Municipal Administration & Urban Development Department is as Annexed.</p>

Chapter-3
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
Section 4(1)(b)(ii)

3.1 Please provide details of the powers and duties of Officers and Employees of the authority by designation as follows:-

Sl. No.	Name of the Officer/employee Sri	Designation	Duties allotted	Powers
1	2	3	4	5
1.	Sri M.G.Gopal, IAS	Spl.Chief Secretary to Government	He deals with the subject matters relating to OP, A, B, C, D, F, VIG.I, VIG.II, UBS, I, M Sections of this Department. (Details of the subjects pertaining to the sections are shown against the names of Section Officers and Asst. Section Officers.	He is the official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction and business in the Department
2	Sri L.Sharman, IAS	Joint Secretary to Government	He has been allotted the subjects dealt in D, F & UBS	The Joint Secretary to Govt. occupies a position with subjects allotted to him and work under the control of the Spl.Chief Secretary to Government.
3	Sri R.Laxmaiah	Joint Secretary to Government	He has been allotted the subjects dealt in Vig.I, Vig.II, B sections of this Department.	The Joint Secretary to Govt. occupies a position with subjects allotted to him and work under the control of the Spl.Chief Secretary to Government.
4	Sri T.Rama Swamy	Deputy Secretary to Govt.	He has been allotted the subject matters dealt in OP, A and C sections.	The Deputy Secretary to Govt., exercise control over the sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
5	Sri S.Balakrishna(FAC)	Addl. Director	He has been allotted the subject matters dealt in I and M Sections	He works under the control of Spl.Chief Secretary to Government.
6	Sri V.Narender Rao	Additional Director	He has been allotted the subject matters dealt in all matters relating to Urban Policy & Global Hyderabad	He works under the control of Spl.Chief Secretary to Government.
7	Sri G.Laxminarayana	Asst. Secretary to Govt.	He has been allotted the subject matters dealt in Vig.I, Vig.II, OP, A & C Sections.	The Asst. Secretary to Govt., exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
8	Sri B.Yadagiri.	Asst. Secretary to Govt.	He has been allotted the subject matters dealt in B,D,F Sections.	The Asst. Secretary to Govt., exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.

9		Section Officers	<p>The Section Officer is In-charge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.</p>	
10		Assistant Section Officers	<p>The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers typing drafts, fair copying, dispatching and indexing.</p>	
11		PS/PA	<p>The PS/PA working as Private Secretaries to Principal Secretary/ Secretary to Government do shorthand work for them. The Stenographers working for Additional Secretary/Joint Secretary/Deputy Secretary to do shorthand work to them and such other items of</p>	

			work as are entrusted to them.	
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ORGANOGRAM:

Secretariat (State Level) (Principal Secretary to Government)

H.O.D.s

1. Director of Municipal Administration.
2. Commissioner, Greater Hyderabad Municipal Corporation.
3. Engineer-in-Chief (Public Health)
4. Director of Town and Country Planning.
5. Managing Director, Telangana Urban Finance Infrastructure Development Corporation.
6. Mission Director, Mission for Elimination for Poverty in Municipal Areas.
7. Managing Director, Hyderabad Metro Water Supply and Sewerage Board
8. Commissioner, Hyderabad Metropolitan Development Authority.
9. Administrator, Quli-Qutub Shah Urban Development Authority.
10. Vice-Chairman, Kakatiya Urban Development Authority.

Sl. No.	Name of the section	Name of the Section Officer S/Sri/Smt.	Names of the A.S.Os., S/Sri/Smt.
1	OP	A.Ram Kumar,	M.Madhavi, ASO-I (FAC) M.Devender Reddy, ASO-II
2	A	K.Ravinder	M.Dayanand Rathod, ASO-I M.Dayanand Rathod, ASO-II(FAC)
3	B	U. Gayathri Devi	K.Srinivasa Rao ASO-I N. Saidulu, ASO-II
4	C	M.Mahesh	B.Chandra Mohan, ASO-I D.Viplov Babu, ASO-II
5	D	S.V.N. Chennakesava Rao	P.Chandra Sekhar, ASO I J.Joy Mercy, ASO-II
6	F	B.Praveen Kumar Yadav	S.Narahari, ASO-I R.Sreedhar Kumar, ASO-II
7	Vig.I	K.L.B.Sastry	K.Shobha Rani, ASO-I (FAC) K.Shobha Rani, ASO-II
8	Vig.II	M.Surender Reddy	D.Amrutha Vani, ASO-I K.Janaki Ramulu, ASO-II
9	I	G.Devender Reddy	R.Mohan, ASO-I M.Madhavi, ASO-II
10	M	G.Suresh Kumar	K.Ram Mohan, ASO-I E.V.Srikrishna, ASO-II

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority
<p>Procedure Followed in the Decision making Process, including channels of Supervision and accountability:-</p> <p>The procedure involved in decision making is by way of consulting the specialized Department in that field like, Finance, General Administration and Law Departments, circulate the file to the concerned Minister and Chief Minister, through Chief Secretary and placing the matter before the State Council of Ministers and A.P. Legislature wherever necessary. The decision will be implemented by the respective Secretaries of the Department the business will be disposed by the concerned as per the delegation of powers and in the hierarchy indicated in the enclosed charts.</p>			

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl.No.	Function/service	Norms/standards of Performance set	Time frame	Reference document prescribing the norms (Citizen’s Charter, Service Charter etc)	
1.	Proposals received From HODs./ others Shall be processed and finally a reply given.	A Paper after receipts should be submitted to officers within 3 days. Completion of process reply should be given as early as possible	3 days at each stage	Not prescribed for Secretariat. HOD have prescribed for their subordinate officers. This Dept. has not issued Citizen Charter, Service Charter etc.	

Chapter-6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Discharging Functions

[Section 4(1)(b)(v)] & (vi)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	<p>Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.</p> <p>(i) A.P. Municipalities Act, 1965.</p> <p>(ii) A.P. Municipal Corporation Act, 1955.</p> <p>(iii) A.P. Urban Development Act, 1979.</p> <p>(iv)Fundamental Rules</p> <p>(v)State and Subordinate Service Rules</p> <p>(vi)Secretariat Office Manual</p> <p>(vii)A.P.C.C.& A Rules</p> <p>(viii)Conduct Rules</p> <p>(ix)Leave Rules</p> <p>(x)A.P. Revised Pension Rules.</p>		

Chapter 7
Categories of Documents held by the Public Authority under its Control
[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (Miscellaneous)		
2.	Government Order (Routine)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order (Miscellaneous)		
7.	Office Order (Routine)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8
Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from and above the rank of Assistant Secretary to Government. The Department’s staff are not allowed to entertain any visitors who come for their personal work.</p> <p>Therefore, the consultation with public representation is not relevant to Secretariat departments in General and MA&UD Department in particular.</p>			

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
<p>The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Municipal Administration and Urban Development Department, since the business carried out in Secretariat is not directly meant for public. The policies will be decided are placed before legislature and after they transfer into Acts, the Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring.</p> <p>The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it is not directly related to the public.</p>			

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

Name of office /administrative unit	Name, Designation & Address of Officer/Employee			Office Tel:
	Name	Designation	Address	
M.A. & U.D. Department, Telangana Secretariat, Hyderabad.	Sri M.G.Gopal IAS.,	Spl.Chief Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	23454965 23450085
	Sri L.Sharman, IAS	Joint Secretary to Government		23459930
	Sri R.Laxmaiah	Joint Secretary to Govt.		23459931
	Sri V.Narender Rao	Additional Director	9000342549	
	Sri. G.Laxmi Narayana	Asst. Secretary to Govt.	9440507969	
	T.Rama Swamy,	Deputy Secretary to Govt.	9849626062	
	Sri B.Yadagiri	Asst. Secretary to Govt.	9000904636	
	A.Ram Kumar	Section Officer	9849904783	
	K.Ravinder	Section Officer	9849904771	
	U.Gayatri Devi	Section Officer	7674807888	
	M.Mahesh	Section Officer	8897255593	
	S.V.N.Chennakesava Rao	Section Officer	9652188299	
	B.Praveen Kumar Yadav	Section Officer	7680965111	
	K.L.B. Sastry	Section Officer	9000904620	
	M. Surender Reddy	Section Officer	9849904795	
	G. Devender Reddy	Section Officer	9000904626	
	G. Suresh Kumar	Section Officer	9849904770	
	R. Mohan	Asst. Section Officer		
	P. Chandrasekhar	Asst. Section Officer		
	E.V. Sri Krishna	Asst. Section Officer		
	K. Ram Mohan	Asst. Section Officer		
	S. Narahari	Asst. Section Officer		
	D. Amruthavani	Asst. Section Officer		
	R. Sreedhar Kumar	Asst. Section Officer		
	M. Devender Reddy	Asst. Section Officer		
	A. Chandra Mohan	Asst. Section Officer		
	N. Saidulu	Asst. Section Officer		
	K. Shobha Rani	Asst. Section Officer		
	K. Janaki Ramudu	Asst. Section Officer		
	M. Madhavi	Asst. Section Officer		
	M. Dayananad Rathod	Asst. Section Officer		
	J. Joy Mercy	Asst. Section Officer		
	K. Srinivasa Rao	Asst. Section Officer		
	K. Digamber	Junior Stenographer		
	K. Sarada	Jamedar		
	Arjun	Office Subordinate		
	D. Mukeswar	Office Subordinate		
	G. Umavathi	Office Subordinate		
	B. Jangaiah	Office Subordinate		

	Ch. Nagamallesh	Scavenger		
	G. Krishnaveni	Sweeper		
	L.Ramu	Office Subordinate		
	C.Ram babu,	Office Subordinate		
	A.Jagan Mohan	Office Subordinate		
	Mir Ahmed Ali	Record Assistant		
	Syed Umda Mia	Driver		

Chapter 11

Directory of Officers and Employees[Section 4(1)(b)(**x**)

Sl. No.	Name/Designation S/Sri/Smt.	Monthly Remuneration including its composition Rs.	System of compensation to determine Remuneration as given in regulation
1	M.G.Gopal, IAS., Spl.Chief Secretary to Govt.	1,69,020/-	
2	L.Sharman, IAS., Joint Secy. to Govt.	98,953/-	
3	R.Laxmaiah, Joint Secretary to Govt.	99,601/-	
4	V.Narender Rao, OSD	1,40,762/-	
5	T.Ramaswamy. Deputy Secretary to Govt.	94,215/-	
6	B.Yadagiri, Asst. Secy. to Govt.	89,731/-	
7	G.Laxminarayana, Asst. Secy. to Govt.	79,057/-	
8	A.Ram Kumar, Section Officer	69,428/-	
9	K.Ravinder, Section Officer	60,786/-	
10	U.Gayatri Devi, Section Officer	56,169/-	
11	M.Mahesh, Section Officer	76,830/-	
12	S.V.N.Chennakesava Rao, Section Officer	64,093/-	
13	B.Praveen Kumar Yadav, Section Officer	62,363/-	
14	K.L.B. Sastry, Section Officer	62,413/-	
15	M. Surender Reddy, Section Officer	62,363/-	
16	G. Devender Reddy, Section Officer	87,250/-	
17	G. Suresh Kumar, Section Officer	62,362/-	
18	R. Mohan, A.S.O.	57,418/-	
19	P. Chandrasekhar, A.S.O.	55,994/-	
20	E.V. Sri Krishna, A.S.O.	70,997/-	
21	K. Ram Mohan, A.S.O.	69,183/-	
22	S. Narahari, A.S.O.	54,151/-	
23	D. Amruthavani, A.S.O.	60,601/-	
24	R. Sreedhar Kumar, A.S.O.	40,293/-	
25	M. Devender Reddy, A.S.O.	46,080/-	
26	A. Chandra Mohan, A.S.O.	52,688/-	
27	N. Saidulu, A.S.O.	47,330/-	
28	K. Shobha Rani, A.S.O.	46,080/-	
29	K. Janaki Ramudu, A.S.O.	46,080/-	
30	M. Madhavi, A.S.O.	44,830/-	
31	M. Dayananad Rathod, A.S.O.	46,080/-	
32	J. Joy Mercy, A.S.O.	46,080/-	
33	K. Srinivasa Rao, A.S.O.	51,339/-	
34	D.Viplov Babu, A.S.O.	51,339/-	
35	K. Digamber, Junior Steno	44,045/-	
36	K. Sharada, Office Subordinate	52,388/-	
37	Arjun, Office Subordinate	49,659/-	
38	D. Mukeswar, Office Subordinate	53,866/-	
39	G. Umavathi, Office Subordinate	51,039/-	
40	B. Jangaiah, Office Subordinate	51,039/-	
41	C.Ram Babu, Office Subordinate	51,284/-	

42	Mir Ahmed Ali, Record Assistant	23,728/-	
43	Umdamiya Syed, Driver	49,739/-	
44	A.Jagan Mohan, Office Subordinate	45,955/-	
45	L.Ramu, Office Subordinate	36,642/-	
46	Ch. Nagamallesh, Scavenger	48,310/-	
47	G. Krishnaveni, Sweeper	36,642/-	

Chapter 12

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
<div>Non Plan :</div>				

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget released current year
<div>- Nil -</div>					

Chapter 13

Manner of Execution of Subsidy Programmes

[Section 4 (1)(b)xii]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
<div>- Nil -</div>			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
<div>- Nil -</div>			

Chapter 14
Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority
[Section 4 (1)(b)xiii]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				
Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Individual Beneficiaries

Sl.No.	Name & Address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				
Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Chapter 15
Information Available in Electronic Form
[Section 4(1)(b) xiv]

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
On line facility is available for M.A. & UD Dept.	The Departmental information is available in the following website:- www.Tg.goir.gov.in		IT & C Dept.

**MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT
DEPARTMENT**

APPELLATE AUTHORITY:

Sl. No.	Assistant Information Officer (APIO)	Public Information Officer (PIO)	Appellate Authority
1	Sri A.RamKumar, Section Officer- OP	Sri G.Laxminarayana Assistant Secretary to Government	Sri T.Ramaswamy, Deputy Secretary to Government
2	Sri M.Mahesh, Section Officer-C		
3	Sri K.Ravinder, Section Officer - A		
4	Sri SVN Chenna Kesava Rao, Section Officer – D	Sri B.Yadagiri, Assistant Secretary to Government,	Sri L.Sharman,IAS, Joint Secretary to Government
5.	Sri B.Praveen Kumar Yadav, Section Officer - F		
6	Smt. U.Gayathri Devi Section Officer – B	Sri B.Yadagiri, Assistant Secretary to Government	
7	Sri K.Lalbahadur Sastry, Section Officer – Vig-I	Sri G.Laxminarayana, (FAC) Assistant Secretary to Government	
8	Sri M. Surender Reddy, Section Officer – Vig-II		
9	Sri G.Devender Reddy, Section Officer - I	Sri B.Yadagiri, Assistant Secretary to Government	Sri K.Balakrishna, Additional Secretary/ Additional Director(FAC)
10	Sri G.Suresh Kumar, Section Officer - M		